

# **PNCBANK VISA CARD (SuperCard) Request Ver 3 Instructions**

The PNC Bank Visa Card (SuperCard) Request Form is designed to handle all required information for both the organization's needs and the individual cardholder requests.

The request is a multi-purpose form and is comprised of four sections and Cardholder Agreement. It is used for various functions of the program, including initial set up and subsequent modifications. It enables the organization to:

- Designate the Coordinator.
- Designate Back-up Coordinator.
- Enroll/Remove cardholders.
- Designate type of card Travel or Purchasing.
- Set spending limits.

The instructions for completing the form are presented below.

## **Section I. Type of Request**

One of the blocks on the Request must be checked every time there is either a new request or a modification to an existing account or cardholder.

### **New Cardholder:**

This block is checked for the initial Request of a Cardholder.

### **Memo Statement to Cardholder Address:**

There are two options for the memo (Billing) statement:

- 1) If the memo statement is to be sent to the organization, **DO NOT** check this box.
- 2) If it is to be sent to the applicant's residence, check this box and fill in the applicants address in Section IV of the Request.

### **Change to Cardholder:**

Check this box if any modifications are to be made to the cardholder's profile. In Section III, enter the name, last four digits of the social security number, and the organization number. Check the box on the line where the information is to be changed and enter the new information.

### **Close Account:**

Whenever a person leaves State employment for any reason, moves to a new organization or an organization no longer wishes an employee to have a card, check this block. In Section III, the name, last four digits of the social security number and organization number must be completed.

### **Replace Current Card:**

Whenever a card has become damaged or if the card holder has a name change, check this block. In Section III, check the box on the Cardholder Name line; enter the new information, the last four digits of the social security number and organization number. For a name change,

enter on the line below Section III the cardholder name as it currently appears on the card and the Last Four Digits of the card number.

**NO CARD:**

Check this block if you wish to enter users into ActivePay in order for them to view/manage your organization cards but do not want a card ordered.

**Organization Coordinator:**

Check this block if the Request is to establish the Organization Coordinator. This person will handle the administration of the card within the organization. This person may or may not have a card, which is left to the discretion of the organization. The Chief Fiscal Officer must sign the Request.

**Back up Organization Coordinator:**

Check this block if the Request is to establish the Back up Organization Coordinator. This person will assist in the administration of the card within the organization. This person may or may not have a card, which is left to the discretion of the organization.

## **Section II. Type of Profile**

This section allows the organization to select the **profile of the SuperCard** with travel and purchase options, the card spend limits and the option of ATM access. All profiles are blocked from purchasing items prohibited by law such as alcohol. Available profiles can be viewed in ActivePay.

**Travel:**

Check this block if the Request is to allow only travel purchases with the card and enter the card limit beside "AMT: \$". Travel is restricted to those Merchant Category Codes (MCC) most commonly associated with travel such as transportation, hotels, restaurants, etc.

**SuperCards** with a travel only profile do not have a Single Transaction Limit.

**Purchase:**

Check this block if the Request is to allow all purchases and enter the card limit beside "AMT: \$". **A purchase card may be used for both purchases and travel and has a Single Transaction Limit of \$2,500.**

**Open:**

Check this block if the Request is for an open profile and enter the card limit beside "AMT: \$".

**An open profile may be used for anything not restricted by law and does not have a Single Transaction Limit.** This is generally used for large purchases by an organization.

Remember, single non-travel purchases above \$2,500 may require an approved Purchase Order to be completed prior to using the card. See paragraph "A.2)b) Purchases" in the main document.

**Request; \$ 0:**

Request; \$ 0 is selected if you wish the card to be active in the system but want to temporarily restrict it from being used. SuperCards should be placed in this Profile if not used on a frequent

basis. When the Cardholder needs to travel or make a purchase, the card can be moved to the appropriate profile using ActivePay then moved back upon return or completion on purchases. The maximum Travel, Purchase or Open profile should also be noted as this reflects the profile that the card may be moved to for use.

**ATM Access:**

Check this block if you wish the cardholder to receive a Personal Identification Number (PIN) in order to be able to withdraw cash from an ATM machine. The amount available is based upon a percentage of the outstanding balance. The maximum available when there is no outstanding balance is \$1,000.

**Police Travel:**

Check this block if the special State Police Travel Card is required (State Police Only).

### **Section III. Cardholder and Organization Information**

**New Cardholder:**

Complete the information as described in the blocks. The last four digits of the social security numbers are used solely for identification when activating the card.

**Change to Cardholder:**

Check the "Change" block on the row in which any information is to be changed and complete the information. The name, the Employee ID, the last four digits of the social security number and organization number must be completed at all times. For a **name change**, choose "Replace Current Card" in Section I., then enter cardholder name and last four digits of the card number as it appears on the card on the line below Section III. Enter the new name as it will appear on the new card in Section III.

### **Section IV. For MEMO STATEMENTS sent to the Cardholder's Address**

Complete the following if you wish the monthly Memo Statement to be mailed by PNC Bank to the Cardholder's Address rather than to the organization. Check the block "Memo Statement to Cardholder Address" in Section I and complete the information as described in the blocks. The organization will have access to the memo statement information via ActivePay.

### **Organization Authorization**

The PNC Bank Visa Card (SuperCard) Request Form must be signed by the organization's DFMS Approving Official to designate the Organization Coordinator and Back up Coordinator. The Organization Coordinator and Back up Coordinator sign as the Employee for this transaction. All other Requests can be signed by the Organization Coordinator or Back up